

Part 5 Chapter 2: Old Capitol Museum Event Rental Policy

(Adopted by the Board of Trustees on June 20, 2006; Amended July 25, 2008, October 16, 2009, January 18, 2013, July 15, 2016, July 20, 2018)

Rule 2.1 Event Rental.

The House of Representatives, Chancery Court (receptions only), and William Nichols (meeting) Room in the Old Capitol Museum are available for rental by organizations. The Old Capitol Museum will not be available to individuals acting on their own. Since the Chancery Court is a public area, receptions that occur there during regular operating hours must be open to the general public.

A. Application:

An organization must complete an application (and may be asked to supply bylaws and/or constitution) to use space in the Old Capitol Museum. The Event Rental Committee (the museum director, facility use coordinator, and director's designee) must approve all requests. Applications should be submitted a minimum of sixty (60) calendar days prior to the event. Requests for a shorter timeframe may be denied.

B. Contract / Reservation:

Once the Museum has approved the application, the applicant must sign a contract and pay necessary fees before the reservation is confirmed.

C. Rental Fees:

A security deposit is due upon approval of application. The deposit will be refunded when the event is complete and the area is returned to its original state. Rental fees and security deposit are due thirty (30) calendar days prior to the event. A purchase order is an acceptable form of payment. Organizations that are prohibited by state law from paying are limited to event rental only during regular weekday operating hours. The fee schedule is listed on the application. The event will be canceled if payment is not received on or before the due date. The rental fee schedule is approved by the Board of Trustees of the Mississippi Department of Archives and History.

D. Cancellation:

If the User sends written notice of cancellation and it is received by the Old Capitol Museum more than thirty (30) calendar days prior to the scheduled event, the User will receive a refund of 75% of the total. Cancellations fewer than 30 working days prior to the

event will result in the forfeit of all fees paid. The Old Capitol Museum reserves the right to cancel an event if the facility is rendered unsuitable due to unforeseen circumstances, and the User will receive a full refund.

E. Public Access

1. The Old Capitol Museum is open to the public free of charge.
2. The Old Capitol Museum is CLOSED on Mondays.
3. Evening events may be held Tuesday through Fridays, 5:00 – 8:30 p.m.
4. The Old Capitol Museum is closed on most state holidays.
5. The Old Capitol Museum is handicapped accessible.

Source: *Miss. Code* §§ 25-659-1, 39-5-1 (1972, as amended).

Rule 2.2 Event Arrangements.

A. Room Selection:

The User may indicate room preference in the application. The room selection will be stated on the contract. Once the contract is signed and returned, the room selection cannot be changed. User shall not exceed maximum occupancy per fire code. Refer to application for maximum occupancy per area. The Old Capitol Museum reserves the right to remove event participants and/or cancel an event at any time if maximum capacity for the selected room exceeds fire code.

B. Approved Vendors:

All rentals, floral arrangements, decorations, music, and contracted services must be approved by the Old Capitol Museum Rental Committee. If a vendor is not on the list, the User may be asked to supply a copy of the vendor's articles of incorporation and business permit to the facility use manager prior to the event.

C. Catering:

Food and beverages are allowed for receptions in the Chancery Court and must be prepared by a professional caterer or restaurant. Only with the approval of the museum director are food and beverages allowed elsewhere on the first floor of the museum. No

food and beverages are allowed in any of the exhibit areas. Menus must be submitted and approved at least ten working days prior to event.

Black tablecloths are available for rent from the Old Capitol Museum. User must supply any/all other necessary tablecloths and all utensils, dinnerware, table decorations, service equipment, food, and beverages. The User must provide all labor for the event. The designated area must be returned to its original condition after the event, with all trash removed offsite by the end time designated on the application.

D. Alcohol:

Anytime alcohol is served, whether sold or distributed freely, a proper permit from the Division of Revenue's Alcohol Beverage Control (ABC) Division must be acquired. The User is responsible for obtaining alcohol permit and a copy to the Old Capitol Museum facility use coordinator prior to the event. Beer and low-alcohol content wines require one type of permit while wines and liquors require a separate permit. Permits can be for a one-time use or for a longer period of time. The permit holder then is responsible for distributing the alcohol and must take on the responsibilities of being insured and checking identification. (*Miss. Code §§ 63-3-15, 67-3-25*)

E. Decorations:

No changes, such as the movement of exhibits, the opening of blinds and curtains, etc., may be made to the Old Capitol Museum without approval. If approved, changes will be handled by Old Capitol Museum staff. Setup and decoration plans must be submitted and approved at least ten working days prior to event.

Floral arrangements brought into the museum must come from a professional florist or nursery and must be approved by the facility use coordinator prior to the event. These floral arrangements must be completely arranged and ready for placement. No member of the host organization is permitted to arrange flowers on site.

Open flames (candles, torches, oil lamps, etc.) are not permitted. Battery operated candles are allowed.

Glitter is prohibited in any form. Confetti, rose petals, and dry rice are prohibited.

Free-standing signs may be placed in the museum with prior approval of content and location. No decorations or signs may be adhered to walls, doors, exhibits, windows, or any part of the building.

All decorations must be removed at the conclusion of the event by the end time stated on the contract. Any items left behind shall be disposed of at the discretion of the Old Capitol Museum Event Rental Committee.

F. Equipment:

The Old Capitol Museum charges a rental fee for tables, chairs, and a public address system in the House Chamber. Electronic equipment is not available. Trash receptacles are available on request for use inside the museum only. Last minute requests for additional equipment cannot be guaranteed. Additional charges may apply.

Renter may bring in other equipment with approval ten working days prior to event by Museum. The Old Capitol Museum is not responsible for any damages to equipment rented from an outside vendor. The User is responsible for all damages to equipment rented from the Old Capitol Museum.

G. Music / Other Entertainment:

Music or other entertainment must be approved by the Old Capitol Museum at least ten working days prior to event.

H. Parking:

Free parking for visitors is located behind the Old Capitol Museum. Handicapped parking is available on the upper level. Any special parking requests, including reserved parking, must be submitted at least ten working days before the event.

I. Security

Only Capitol Police may provide security at events held at the Old Capitol Museum. No outside security is permitted without written approval from Capitol Police. Capitol Police will be on duty during regular operational hours of the Old Capitol Museum. For any events, held after hours, it is the responsibility of the User to secure Capitol Police.

J. Setup & Removal

Facility renters may set up one hour before the scheduled event and must return the designated area to its original state within one hour after the event. Events starting prior to 9:00 a.m. must be set up the day before, between 3:30 p.m. and 5:00 p.m. Any use of the building prior to the designated meeting time must be approved.

K. Damage:

The host group is responsible for any breakage or damage and associated repair costs to the Old Capitol Museum, its furnishings, or grounds. Old Capitol Museum staff will obtain estimates and supervise all repairs.

L. Videotaping/ Filming/ Photography:

Videotaping, filming, and/or photography without lights or flash are allowed for visitors to the Old Capitol Museum for the visitor's private use ONLY.

Any commercial or professional videotaping requires prior approval, the execution of the department's commercial filming agreement, and payment of applicable fees. A complimentary copy of the final video or print must be supplied to the Old Capitol Museum.

M. Restrictions:

The Old Capitol Museum is a smoke-free facility (Mississippi Code 1972 *Annotated* section 29-5-161). No smoking is permitted.

No weapons are allowed in the building.

Only service animals are allowed in the museum.

User shall conduct the event in an orderly manner and in full compliance with all applicable laws, rules, and regulations. The Old Capitol Museum reserves the right to conclude any event at any time due to inappropriate or undesirable behavior by the User or the User's guests as determined by the Old Capitol Museum staff.

In order to prevent the appearance of the Old Capitol Museum endorsing a particular cause or event, Users may be asked to include the disclaimer on all forms of advertising starting, "The Old Capitol Museum does not sponsor or endorse this event."

Source: *Miss. Code* §§ 25-59-1, 39-5-1, 29-5-161 (1972, as amended).